

**TRANSMITTAL AND NOTICE OF APPROVAL OF
STATE PLAN MATERIAL**

FOR: HEALTH CARE FINANCING ADMINISTRATION

TO: REGIONAL ADMINISTRATOR
HEALTH CARE FINANCING ADMINISTRATION
DEPARTMENT OF HEALTH AND HUMAN SERVICES

1. TRANSMITTAL NUMBER:
01-018

2. STATE
Washington

3. PROGRAM IDENTIFICATION: TITLE XIX OF THE
SOCIAL SECURITY ACT (MEDICAID)

4. PROPOSED EFFECTIVE DATE
September 1, 2001

5. TYPE OF PLAN MATERIAL (Check One):

☐ NEW STATE PLAN ☐ AMENDMENT TO BE CONSIDERED AS NEW PLAN ☒ AMENDMENT

COMPLETE BLOCKS 6 THRU 10 IF THIS IS AN AMENDMENT (Separate Transmittal for each amendment)

6. FEDERAL STATUTE/REGULATION CITATION:

7. FEDERAL BUDGET IMPACT:

a. FFY 2001 \$ 0
b. FFY 2002 \$ 0

8. PAGE NUMBER OF THE PLAN SECTION OR ATTACHMENT:

Attachment 1.2-A
Pages 1 through 13

9. PAGE NUMBER OF THE SUPERSEDED PLAN SECTION
OR ATTACHMENT (If Applicable):

Attachment 1.2-A
Pages 1 through 12

10. SUBJECT OF AMENDMENT:

Department of Social and Health Services Organizational Structure

11. GOVERNOR'S REVIEW (Check One):

☐ GOVERNOR'S OFFICE REPORTED NO COMMENT
☐ COMMENTS OF GOVERNOR'S OFFICE ENCLOSED
☐ NO REPLY RECEIVED WITHIN 45 DAYS OF SUBMITTAL

☒ OTHER, AS SPECIFIED: Exempt

12. SIGNATURE OF STATE AGENCY OFFICIAL:

13. TYPED NAME:
DENNIS BRADDOCK

14. TITLE:
Secretary

15. DATE SUBMITTED:

~~11/13/01~~ 11/20/01

16. RETURN TO:

Department of Social and Health Services
Medical Assistance Administration
623 8th St SE MS: 45500
Olympia, WA 98504-5500

FOR REGIONAL OFFICE USE ONLY

17. DATE RECEIVED: NOV 21 2001

18. DATE APPROVED:

DEC 19 2001

PLAN APPROVED - ONE COPY ATTACHED

19. EFFECTIVE DATE OF APPROVED MATERIAL:
SEP 1 2001

20. SIGNATURE OF REGIONAL OFFICIAL:

151

21. TYPED NAME:
TERESA L. TRIMBLE

22. TITLE:
ASSOCIATE REGIONAL DIRECTOR
DIVISION OF MEDICAID & STATE OPERATIONS

23. REMARKS:

POSTMARKED: 11/20 : Olympia
(DATE) (CITY/STATE)

COPY



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
MEDICAL ASSISTANCE ADMINISTRATION
PO Box 45534 • Olympia WA 98504-5534

November 9, 2001

TO: APPROVING AUTHORITIES

FROM: Joanie Scotson, Program Manager
State Plan Coordinator

MS: 45534

SUBJECT: State Plan Transmittal 01-018

This revision to the Title XIX State Plan is submitted to accurately reflect the organizational structure of the Department of Social and Health Services, the designated single state agency.

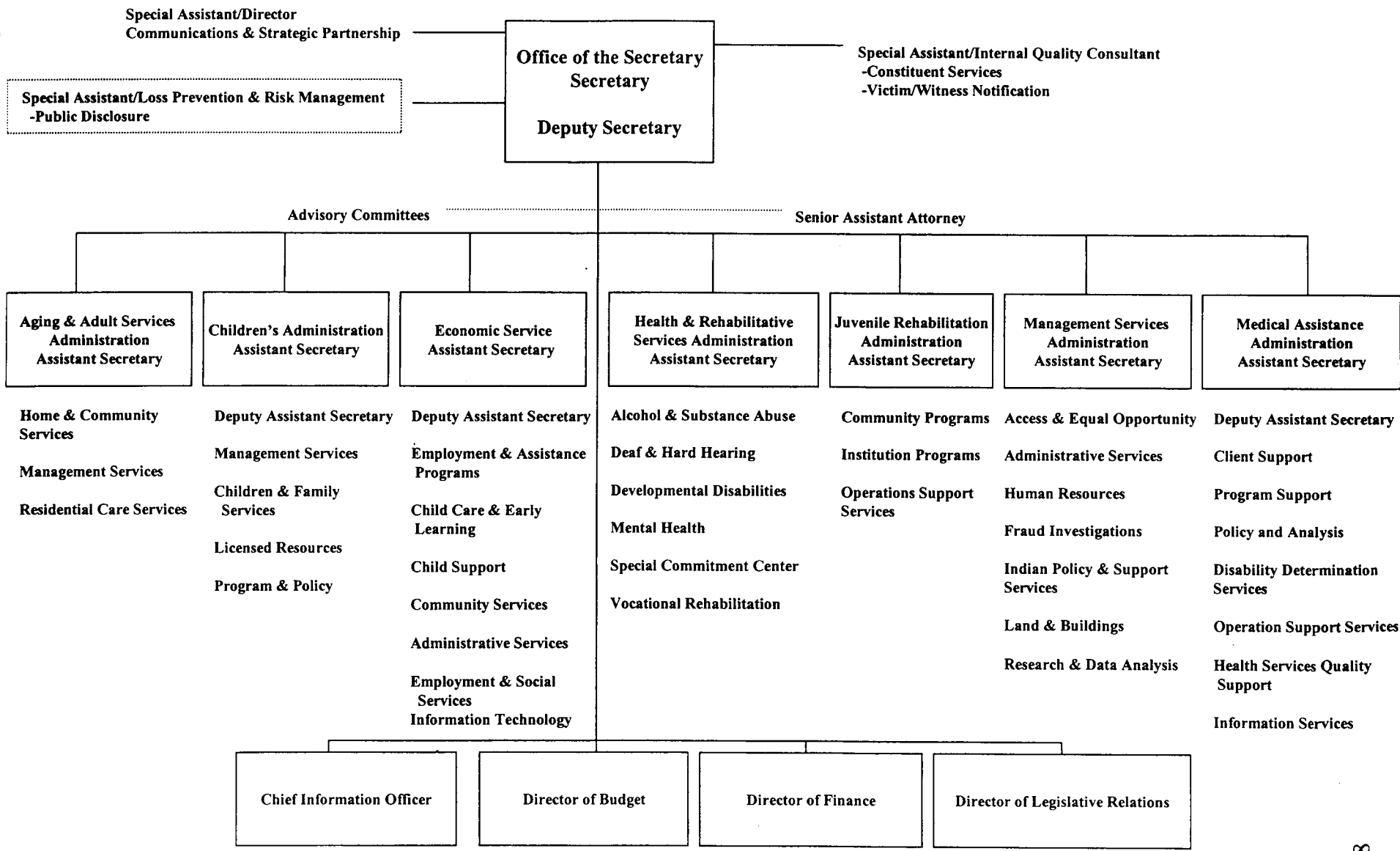
STATE PLAN UNDER TITLE XIX
OF THE SOCIAL SECURITY ACT

STATE OF WASHINGTON

The Department of Social and Health Services (DSHS) is the Single State Agency that administers Title XIX Medicaid in the State of Washington.

DSHS is responsible for the provision of social and health service programs in the state. These services include medical and financial assistance, institutional care, rehabilitation and/or other social and health services.

DSHS is responsible for administering Title XIX Medicaid that provides for medical, dental and other health-related services to eligible clients. These clients include recipients of money grants and clients who are ineligible for money grants but with insufficient income to provide for needed health care.



Approved:

Effective Date 9/01/01

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW

AGING AND ADULT SERVICES

RESIDENTIAL CARE SERVICES

Residential Care Services Division promotes quality of life, quality of care and human rights, dignity and choice of residents in nursing homes, boarding homes and adult family homes.

Integrated program functions administered by Residential Care Services include complaint investigations, annual inspections and enforcement activities to assure compliance with federal and state requirements; nursing facility utilization review; integrated quality assurance activities, including case mix accuracy review audits; periodic education programs for staff and providers; and policy and program development that supports consistent application of resident-oriented delivery systems. These functions are an integral part of the state's long term care services system.

Professional nurses, long term care surveyors, and other professionals located in field offices throughout the state, carry out Residential Care Services oversight functions. A centralized unit receives complaints from the public and others, prioritizes and assigns complaints for investigation in the field. Allegations of abuse, neglect and misappropriation of resident property by nursing assistants in nursing facilities are investigated by a special team of investigators.

MANAGEMENT SERVICES

Develops, implements and monitors an equitable cost-related reimbursement system for nursing facilities. Determines a unique daily rate each year for each nursing home certified for Medicaid participation and conducts an individual year-end settlement for each Medicaid certified nursing home.

Develops, implements and monitors Medicaid payment rates for home and community based services including adult family homes, assisted living, adult residential care, enhanced adult residential care, and in-home services.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED

HOME AND COMMUNITY SERVICES

The Home and Community Services (HCS) Division promotes, plans, develops and provides long-term care services responsive to the needs of persons with disabilities and the elderly with priority attention to low-income individuals and families. HCS helps people with disabilities and their families obtain appropriate quality services to maximize independence, dignity, and quality of life.

Social workers, financial workers, adult protective services staff, Area Agency on Aging case management staff and administrative staff located in local offices throughout the state complete assessments, investigate abuse, establish financial eligibility, provide case management and many other services to elderly and disabled adults throughout the state.

The long-term services administered by HCS include personal care, home delivered meals, assistive technology, nursing services, adult day health, environmental modifications, personal emergency response, transportation, home health aide, specialized medical equipment and supplies, case management, adult family home care, boarding home care, adult residential care and nursing facility care. These services are provided through administration of the state plan and one 1915 C waiver categorically needy waiver titled Community Options Program Entry system (COPES).

CHILDREN'S ADMINISTRATION

The Children's Administration administers child welfare and licensing services through forty-five (45) local offices in six (6) geographic DSHS regions.

Within the Children's Administration, the Division of Children and Family services (DCFS) is the provider of client services. Children and families receive services from DCFS through three primary programs, Children's Protective Services (CPS), Child Welfare Services (CWS), and Family Reconciliation Services (FRS). The division is responsible for the investigation of child abuse and neglect complaints, child protection, family preservation, family reconciliation. Foster care, group care, independent living, and adoption services for children age 0 to 18 years.

Under the Children's Administration, the Division of Licensed Resources (DLR) is responsible for licensing foster care and group care facilities, as well as child placing agencies, in

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED

Washington State. The quality of care offered by these providers is also monitored. This division provides services and training which enhances the quality of licensed facilities.

The Children's Administration provides statewide coordination of activities, program development, field support and oversight through its Management Services Division and division of Program and Policy Development.

DIVISION OF CHILDREN AND FAMILY SERVICES

Promotes and seeks to ensure the safety and protection of children through direct services and in partnership with community-based public and private organizations. DCFS provides family-focused, culturally-relevant services to children and families. Services are directed toward keeping the family unit together and include in-home child protective services, family reconciliation services, home based services and adoption services, out-of-home interim care service, family foster care, foster care family support, group care, child placing agencies, and interstate compact, victims protective services, law enforcement, independent living skills, NCCAN grants, public health prevention and early intervention, family home support, Public Health prevention and early intervention, pregnancy enhancement, First Steps, and Children's Health.

DIVISION OF LICENSED RESOURCES

This division assures the quality of family foster homes and other out-of-home placement facilities through recruitment, licensing and training of foster parents, and ongoing monitoring of all Children's Administration's out-of-home care facilities for children who must temporarily reside out of their own homes.

DIVISION OF PROGRAM AND POLICY

This division continues to develop and monitor programs to enhance the ability of field staff to serve and strengthen families through quality assurance and training for staff, oversight of Children's Administration out-of-home services, in-home services, victim's assistance, and early intervention services.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED

DIVISION OF MANAGEMENT SERVICES

This division includes responsibility for Children's Research, Fiscal Services, automated case and management information systems, and constituent relations to support and assure the quality of services provided to children and families in need.

ECONOMIC SERVICES ADMINISTRATION

EMPLOYMENT AND ASSISTANCE PROGRAMS

Develops policies and procedures for equitable, efficient, legal and timely administration of assistance program that provides basic necessities to eligible persons throughout the state. The goals are to maximize the services and financial support available to its clients; assure that racial, language and cultural differences are not barriers to the clients and/or staff; promote partnerships with the private sector, develop productive and well-trained staff; and maximize program management and enhance program monitoring.

Major program elements are Temporary Assistance to Needy Families, State Family Assistance, WorkFirst, Food Assistance, General Assistance, Emergency Assistance, State supplementation of SSI, Refugee Assistance, and Quality Assurance.

COMMUNITY SERVICES DIVISION

Community Services Division works with individuals, families, and children to determine program eligibility and issue benefits for cash grants, food assistance, medical assistance, child care subsidies, and other support services to help clients move to self-sufficiency. These services are provided through an organization of six geographic regions. Each has Community Service Offices (CSOs) with catchment areas defined by county and/or zip code. As of August 2001, there are 50 primary and 4 outstations throughout the state.

DIVISION OF CHILD CARE AND EARLY LEARNING

The Division of Child Care and Early Learning (DCCCEL) was established on July 1, 2001. This action consolidated in one agency such programs as child care licensing and health inspections, child care subsidy policy, child care contracts as well as numerous programs to assist child care providers in improving the quality of child care.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED

ADMINISTRATIVE SERVICES

Automation Services - Application analysis design development maintenance; Mainframe and LAN operations, technical support, maintenance, testing; Automation policy development; and Community Services Offices PC project.

Fiscal Services - Budget and allotment development and monitoring; Fiscal reports and analysis, Fiscal Audits and Administrative and contract payments.

Operation Support Services -Facilities planning/operations; Field operations support; Inventory control; Operation and Internal audits; staffing analysis and allotment and Food Stamp direct mail.

EMPLOYMENT AND SOCIAL SERVICES

Helps clients obtain self-sufficiency through employment. Fifty-five percent of the funds are targeted for: Members of a family in which the youngest child is within two years of being ineligible for AFDC because of age; Custodial parents under the age of 24 who have not completed high school or GED; Custodial parents under the age of 24 with little or no work experience in the preceding year, and Clients who have received AFDC for 36 of the preceding 60 months.

Services include: Orientation, self-sufficiency planning, job readiness activities, job search, basic and post secondary education, work and community work experience, on-the-job training, work supplementation with employers, child care, support services, i.e., transportation, testing, tools, fees, books, clothing, etc.; twelve months transitional child care and medical; and social services, i.e., assessments, arrangements, counseling, referrals, etc.

Refugee Assistance promotes economic independence and self-sufficiency for refugees within the shortest period possible after entrance into the state. Services include financial and medical assistance, health assessment, social services, case management, English language and vocational training, counseling and evaluation, foster care to unaccompanied minors, employment support program and services and bilingual services.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED

CHILD SUPPORT

Conservation of state funds by imposing financial liability upon responsible parties and by ensuring that responsible parents meet their obligation to support their dependent children thereby helping to maintain financial independence without need of public assistance.

Support Enforcement is responsible for establishing, modifying and collecting child support on behalf of public assistance and non-assistance program participants, paternity establishment, collecting reimbursement for foster care services, establishment and enforcement of health insurance requirements for dependent children.

INFORMATION TECHNOLOGY DIVISION

Division staff support mainframe, client server and web-enabled systems necessary to deliver public assistance benefits, services and information to both clients and the public. Systems include:

- The Automated Client Eligibility System (ACES) a mainframe system used to determine eligibility and issue benefits for cash, food and medical assistance. Web-enabled inquiry access to the ACES client database is also available to users.
- The Jobs Automated System (JAS), a web-enabled case management system for case managers, social workers, contractors, and tribes.
- The BarCode System, used to track and report client data.
- Web applications that support field staff, enable child care providers to track mandatory training, inform the public about benefits and services including the ability to apply for benefits and services on-line.

Staff provides services to internal and external customers through: analysis, design, development and maintenance of applications and webs, technical and help-desk support, application testing, training, and automation policy development. In addition, staff provides IT support, consultation and training to the field, regional and headquarters staff for desktop and laptop PC's, intranet server and sites and the mainframe systems.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED

HEALTH AND REHABILITATIVE SERVICES ADMINISTRATION

ALCOHOL AND SUBSTANCE ABUSE

This division develops and conducts a comprehensive program of alcohol and other drug prevention, treatment, and shelter services. The goal of the program is to reduce the likelihood of persons becoming chemically dependent, and to provide an opportunity for alcoholics and other drug addicts to recover. The division discharges this responsibility by: directing a comprehensive prevention and community education program; certifying all providers of alcohol/drug treatment services in the state; and contracting with counties, Tribes, and non-profit organizations to provide treatment services to persons who cannot pay for the full cost of that treatment. The treatment services include alcohol/drug detoxification; diagnostic evaluation; outpatient; methadone treatment; a continuum of inpatient treatment; and, involuntary treatment.

The division also funds specialized inpatient and outpatient services for minorities, adolescents, and pregnant and postpartum women.

DEAF AND HARD OF HEARING

This division provides services to improve the quality of DSHS services and communication to ensure a better life for individuals who are deaf, hearing impaired, hard of hearing, deafened and deaf-blind. An advisory committee on deafness with community participation recommended the covered services. The services include information and referral services, consultation and technical assistance to other agencies, deaf awareness training and workshops, distribution of telecommunication devices to all qualified individuals, and implementation of a statewide telephone relay system. In addition, the division has contracted services for the provision of direct client services and the provision of telecommunication relay services.

DIVISION OF DEVELOPMENTAL DISABILITIES

This division provides services and supports that are critical to health, safety, learning and growth for persons with developmental disabilities of all ages. Services include case management, personal care, family support, community and institutional residential

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED

services, employment and community access, child development and other professional and medical services. State employees provide case management, institutional and some community residential services. Counties have contracts to provide the employment and other day programs for adults and early intervention services for children. Private agencies and individuals have contracts to provide community residential, in-home supports, therapies and other community-based services.

MENTAL HEALTH

This division promotes mental health and ensures that residents of the state who experience a mental illness or emotional disturbance during their lifetime receive consumer-driven treatment, support and services that allow them to achieve and maintain their optimal level of functioning. Services include crisis response, community support, residential services, state hospital administration, mental health research and training.

VOCATIONAL REHABILITATION

Provides rehabilitation services to eligible individuals who want to work but experience barriers to employment as a result of a physical, mental or sensory disability. Services include vocational assessment, assistive technology, counseling and guidance, independent living, interpreter services, job placement and retention, physical and mental restoration, self-employment, supported employment, training, high school transition, transportation and other related services.

JUVENILE REHABILITATION SERVICES

DIVISION OF COMMUNITY PROGRAMS

Community Programs contracts for Consolidated Juvenile Services (CJS), a partnership between the state and county juvenile courts. Pre-commitment services include diversion, diagnosis, probation supervision, counseling, drug/alcohol assessment and treatment, vocational training, sex offender treatment, and psychiatric and psychological services.

JRA operates Community Facilities and Contracted Community Facilities to provide custody and treatment to committed juvenile offenders. Community facility programs

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED

provide youth the opportunity to practice new skills and competencies in less restrictive settings. Youth attend school and/or work in the community.

JRA uses both state and contracted county staff to provide supervision of juvenile offenders transitioned from residential programs onto parole. JRA provides three types of parole services:

1. Youths assessed among the 25 percent highest risk to re-offend and who receive a mandatory 6 months of intensive parole supervision and services;
2. Regular parole youth are supervised 12 to 14 weeks based on risk to re-offend; and
3. Sex offender parole youth receive 24 to 36 months of mandatory parole based on risk to re-offend.

DIVISION OF INSTITUTION PROGRAMS

JRA operates three institutions, two forestry camps, and one basic training camp to provide secure custody and treatment for juvenile offenders. In addition to basic education, vocational, health, offense-specific treatment, and recreational programs, the institutions and camps provide offenders with a variety of unique treatment and program alternatives.

DIVISION OF OPERATIONS SUPPORT SERVICES

The Division of Operations Support Services provides fiscal oversight and operational support for services to the community and institution programs. Services include Capital Projects, Fiscal Services, Information/Technology Services, Contracts Management, Regulatory Reform, Legislative Coordination, and Constituent Services.

MANAGEMENT SERVICESADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division's direct services to public and vendors include language translations/interpretations and language proficiency certification, social service payments, administrative hearings and review, and assistance with department rules and policies. The division provides indirect services, infrastructure support, and oversight through contracts, purchasing, asset management, mail services, transportation, audits, management consultation, technical assistance and training.

TN # 01-018
Supersedes
TN # 94-09

Approved:

Effective Date: 9/1/01

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED

HUMAN RESOURCES DIVISION

The Human Resources Division is responsible for overall management of human resource functions within DSHS. These functions include recruitment, appointments, labor relations, position classification, personnel policy and procedure development, staff development, risk management, and personnel/payroll system.

LANDS AND BUILDINGS DIVISION

The Lands and Buildings Division provides DSHS clients and staff safe and secure facilities in which to live, receive treatment and services, and work. The division centrally manages construction, renovation, and preservation projects at 22 DSHS institutions and group homes. This activity supports the agency's capital budget.

RESEARCH AND DATA ANALYSIS DIVISION

Research and Data Analysis designs and carries out cross-program analyses addressing DSHS clients, services, service costs and outcomes, including cost-offsets. RDA provides information to DSHS executives and managers, the Governor's Office, the legislature and staff, other state agencies, federal agencies, local governments, communities, and the general public. Data, analysis and reports can be accessed through the RDA website at www-app2.wa.gov/dshs/rda.

DIVISION OF ACCESS AND EQUAL OPORTUNITY

This division supports civil rights related efforts on behalf of employees and the general public, as well as promoting an environment which values diversity. The division develops and coordinates the department's strategic plan related to compliance with the Civil Rights Act, the Americans with Disabilities Act, The Washington State Law Against Discrimination, the Rehabilitation Act, and the Governor's Executive Order on Diversity. The division maintains the department's plan to provide equal contracting opportunities to women and ethnic minorities, and increases community awareness of DSHS service in partnership with diverse media outlets or through community based organizations.

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED

INDIAN POLICY AND SUPPORT SERVICES

Indian Policy and Support Services facilitates communication between DSHS and Washington tribes and includes liaison services for agency administrations, Tribes, and Indian organizations.

DIVISION OF FRAUD INVESTIGATIONS

This division promotes program integrity by investigating allegations of fraud by applicants and recipients of public assistance programs and allegations of fraud by vendors of the department.

MEDICAL ASSISTANCE ADMINISTRATION

Medical Assistance Administration makes necessary health care services available to recipients of income assistance, SSI beneficiaries, and eligible persons with low incomes who do not qualify for income assistance. See complete description under ATTACHMENT 1.2 B, Medical Assistance Administration.

OFFICE OF THE SECRETARY

The Office of the Secretary includes responsibility for Loss Prevention and Risk Management, Communications and Strategic Partnerships, Public Disclosure, Constituent Services, and Victim/Witness Notification. In addition, division's reporting to the Office of the Secretary include the following:

BUDGET

The Budget Director reports to the Deputy Secretary and coordinates agency-wide budget development and fiscal analysis. Services include the operating budget, caseload and expenditure forecasts, and policy and fiscal analysis.

FINANCE

The Finance Division reports to the Deputy Secretary. The Finance Division assures strong fiscal management of resources consistent with federal and state regulations. The

DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FUNCTION OVERVIEW, CONTINUED

Finance Division promotes sound business practices; develops and oversees accounting and debt management policy for the department; provides centralized cash management; develops and maintains department wide accounting systems; writes and maintains the federal cost allocation plan; and has delegated responsibility for identification, collection and recovery of obligations owed the department.

INFORMATION SYSTEM SERVICES DIVISION

ISSD is the Department's primary center for information technology (IT) services. ISSD provides IT services including network support, data security and disaster recovery, portfolio management, project management support, information technology policy, e-government consulting services, applications support, technical training, internet/intranet support services, electronic messaging, telephone and video services, maintenance of DSHS mainframe system databases, production control, computer applications program library maintenance, job scheduling, distribution of printed output to DSHS worksites and clients, and helpdesk support for DSHS system users.

LEGISLATIVE RELATIONS

Services include the State Legislative and Executive Branch Legislative agendas and development of strategies.